



Tucson Police Department 270 South Stone Avenue Tucson, Arizona 85701-1917
Human Resources Division (520) 791-4478
Recruiting (888) 923-6551 or (520) 791-4499, ext. 1614
www.cityoftucson.org/police

Non-Sworn Positions

*Ready to protect,
Proud to serve*

Thank you for taking the time to inquire about a career with the Tucson Police Department. This packet contains important information for you about the hiring and application process for non-sworn positions at the agency. These include:

**Police Dispatcher
Police Service Operator
Police Records Specialist
Clerk Transcriptionist
Evidence Technician
Identification Technician**

These are only a few of the positions that we offer. Information on current job openings at the Police Department may be found on our website or that of the City of Tucson at

www.cityoftucson.org

This packet of information contains some basic information about positions at the Police Department. Specific information about a given position will be found on the actual job announcement for that job. If you have any questions about these positions, please call the City of Tucson Human Resources Job Line at (520) 791-5068, or the Police Human Resources Division at (520) 791-4478.

The Tucson Police Department

The Tucson Police Department is one of the leaders in law enforcement in the United States. With approximately 1000 sworn members and almost 400 non-sworn members, we are progressive agency dedicated to providing the best public safety service to the citizens of Tucson. This commitment is embodied in our identified Department values:

***Excellence
Fairness
Integrity
Leadership
Personal Responsibility
Service Orientation
Teamwork***

We are always seeking dedicated, honest and hard-working employees to join our team. In addition to providing you with the chance to serve your community, you will also enjoy excellent benefits, including full medical and dental insurance plans, a retirement program, generous sick leave and vacation allowances and reimbursement for additional education.

What is a “non-sworn” position?

“Non-sworn” positions are jobs filled by civilian employees of the Police Department. Police Officers of all ranks are considered “sworn” members of the agency. Non-sworn members fulfill vital functions and responsibilities with the Department, including in upper management positions.

How do I apply for a job at the Police Department?

The announcement for the position you are seeking will outline the specific requirements for that job, such as education, special skills or other attributes you will need in order to apply. It is very important to **note the closing date** of for applications; if you do not turn in all required materials by the posted closing date you will not be allowed to continue in the testing process.

In general, in order to apply for any non-sworn job at the Police Department, you must meet the following minimum standards, in addition to any specific requirements shown for the job you are interested in.

- You must be at least 18 years old.
- You must be a US citizen or have the legal right to work in the United States.
- You must possess at least a High School diploma or GED.
- You must not have been convicted of a felony offense at any time.

Additional standards may apply regarding criminal conduct, driving history, drug use history and past employment record.

Once you complete the City of Tucson application for employment, you will be notified of the testing procedure for the position you are interested in.

What does the hiring process consist of?

Depending on the position for which you are applying and the number of applicants involved, you may experience one or all of the following testing processes:

- **Written Examination** This will be a written test designed to measure certain knowledge and skill levels needed to qualify you for the position. These tests are usually conducted for all applicants at one time and place.
- **Oral Interview Board** An individual interview to determine your suitability for employment at the Police Department. These interviews are done privately with from one to four

interviewers sitting on a panel. All applicants are asked the same questions to insure a consistent examination process.

- **Practical Skills Test** Certain positions will also call for a practical demonstration of certain skills, such as typing or engaging in certain divided attention tasks.

If you are successful throughout the examination process, your name will be placed on a Civil Service hiring eligibility list for a period of one year. The Police Department takes names from this list and conducts further review before making a job offer.

Most applicants are given a pre-screening questionnaire to complete. This is the first review by the Police Department of whether or not you meet certain minimum hiring standards. As with any information you provide us, you must be as accurate and truthful as possible.

If you are under consideration for a position, you will be asked to complete a full *Applicant Questionnaire*. This is a much larger document that asks for very detailed information about you and your personal history. You must also be able to provide documentary proof of certain items, such as diplomas or transcripts, copies of military discharge papers, etc. You will then be subject to a complete background investigation.

What is involved in a background investigation?

Depending on anticipated hiring needs, a number of successful applicants will then enter into the background investigation phase of the application process. This will entail a thorough screening and examination of your *Applicant Questionnaire* and all aspects of your life.

It is critical that you be completely forthright in answering all questions on the *Applicant Questionnaire*. **Failure to properly and thoroughly complete the Questionnaire, to follow the required instructions, or to provide sufficient detail or information will be grounds for your disqualification from any further consideration for any position with the Department.** The Questionnaire, its contents and any subsequent background information obtained as a result, are held in strict confidence by the Police Department.

Background investigations are conducted by sworn members of the Tucson Police Department. Anyone listed in your Questionnaire may be contacted during the course of this investigation, including friends, relatives, former employers and credit services. As with the Questionnaire, you are required to fully cooperate with this process – failure to do so will be grounds for your disqualification from any further consideration. The background investigation, together with the results of the polygraph examination, are used to determine your suitability for employment by the Tucson Police Department.

The *Applicant Questionnaire* will not be returned to you, nor will you be given information on the specific findings of your background investigation or polygraph examination. We will not provide you with any information regarding how a hiring decision is made.

If you are not selected for hire after your Background Investigation, you will **NOT** be informed of the specific reason for your non-selection or disqualification. Your application and all materials submitted to and/or obtained by the Tucson Police Department in the course of determining your selection status, including polygraph and psychological examinations, shall remain confidential and the exclusive property of the Tucson Police Department. None of these materials will be returned or released to you. **BY APPLYING YOU AGREE TO ABIDE BY THESE CONDITIONS AND UNDERSTANDINGS.**

Further questions concerning the Civil Service Examination should be addressed to the City Human Resources Department at (520) 791-4241. If your questions concern the Department's Hiring

Process, please contact the Police Department's Human Resources Division at (520) 791-4478, or the toll free number 1-888-923-6551.

It is important that you notify **both** the City Human Resources Department (520) 791-4241, **and** Police Personnel, (520) 791-4478, of any changes in address or phone number(s) so that you may be contacted when the Department is able to consider your application for employment. In addition, if circumstances are such that you are not available for a period of time, you must contact the City Human Resources and Police Departments so that this information is recorded and you are not removed from the eligibility list for failure to respond to the notification.

Is there any additional testing?

In addition to the testing outlined earlier, applicants who proceed to the background investigation stage will be required to furnish their fingerprints and submit to a polygraph examination. If you are ultimately given a conditional offer of employment, you will also have to pass a drug screen prior to final acceptance. These processes are at no charge to the applicant.

A word about Truthfulness...

One of the fundamental requirements of working in law enforcement is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. **The Tucson Police Department has an unwavering stand on untruthfulness and dishonesty that requires the dismissal of any employee who engages in such misconduct.**

This same standard applies in the hiring and selection process. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to such misconduct. **If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process you will be PERMANENTLY DISQUALIFIED from ever being employed by the Tucson Police Department in any capacity.**

We understand that the testing process can seem intimidating and for this reason we go out of our way to stress to all applicants the need to be completely open in all aspects of the process. The information you provide is held in the strictest confidence, even internally within the Police Department. If you have any doubt as to whether or not you should include information in response to a question it is our recommendation that you err on the side of giving *more* information, not less.

A note to Native American applicants...

The Mayor and Council of the City of Tucson have adopted a Native American Employment Policy. If you are an enrolled member of a Native American Tribe or Nation and wish to take advantage of this program, **PLEASE PROVIDE DOCUMENTATION WITH YOUR APPLICATION.** Eligibility must be established by presentation of Tribal Enrollment Documentation, or Notice of Approval Letter from an officially designated Native American Tribe or Nation.

If you need more information about documentation or general information about the Native American Employment Program, please contact or visit the City's Human Resources Department, 10 E. Broadway in downtown Tucson.